

~~SECRET~~

~~CONFIDENTIAL~~

Chief, Fiscal Division

AUG 1 1953

Deputy Comptroller

Notice to Individuals of Leave Balances and
Amounts of Leave to be Used or Forfeited

REF : Your Memorandum of 7 August 1953, same subject.

The procedure proposed in referenced memorandum for
notifying individuals of their annual and sick leave balances
and of the hours of annual leave which they must use or
forfeit by 2 January 1954, is approved.

25X1A9A

TAS/JCS:gmK (10 August 1953)

Distribution:

- Orig & 1 - Addressee
- 1 - Deputy Comptroller
- 1 - TAS Chrono
- 1 - TAS Return ✓

JOB NO. _____ SER NO. _____ FLD NO. _____ DOC. NO. 11 NO CHANGE
IN CLASS/ DECLASS/ CLASS CHANGED TO: TS S (C) RET. JUST. 22
NEXT REV DATE 09/12/79 REVIEWER 029725 TYPE DOC. 02
NO. PGS 4 CREATION DATE _____ ORG COMP 09 OPL 38 ORG CLASS S
REV CLASS C REV COORD. _____ AUTH: HR 70-3

~~SECRET~~

~~CONFIDENTIAL~~

Security Information